



This guide has been created to assist agencies with the lodgement of applications for Crown development. In South Australia, all 'development' requires approval by a relevant planning authority. Development to be undertaken by a State agency is expected to conform to the same policies and standards as private sector development. Therefore, a State agency wishing to undertake development must first gain approval from the Minister administering the Development Act 1993. The term 'development' is defined by legislation and refers to acts and activities associated with – but not limited to – building work; a change in the use of land; land division; activities affecting a State Heritage place; in relation to a regulated or significant tree – any tree damaging activity; prescribed mining operations and earthwork.

## Development Exempt from Approval

Legislation permits a State agency to undertake some forms of development without – or prior to – approval from the Minister. Exemptions from approval can range from minor works to the provision of some essential services. If an agency – or person acting on behalf of an agency – requires confirmation of any development exempt from approval, please contact the Assessment unit on **(08) 7109 7060**.

Despite the fact that some Crown development is exempt from Development approval, an assessment against the Building Rules may still be required. Legislation requires that private certification be sought for all applications involving building work; please see *Private Certification* on page 3 of this document for more information.

## Lodging Applications

All State agency development applications must be lodged with the State Commission Assessment Panel (SCAP) for assessment. The SCAP will then prepare a report to the Minister who decides whether to approve or refuse the application. The Minister may also impose conditions or approve all or part of a development. There is no appeal right against the Minister's decision.

When a State agency proposes to undertake development in a partnership or joint venture (other than for the provision of public infrastructure) with a person or body which is not a State agency, the application must be made and assessed in the same manner as a private sector application. In all other circumstances, an application for Crown development must be lodged with SCAP for assessment as a Crown application.

Applications for Development Approval are to be lodged in hard copy to the SCAP via post or in person at:

GPO Box 1815  
Adelaide SA 5001; or

Level 5  
50 Flinders Street  
Adelaide SA 5000

Applications may also be lodged via electronic file transfer or email to [scapadmin@sa.gov.au](mailto:scapadmin@sa.gov.au).

PDF documents must not be write-protected.

## What is required?

When lodging an application for development approval, it is important to ensure that a sufficient

### Further Information

**Contact:** Assessment (Planning and Development)

**Ph:** 08 7109 7060

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level of detail is provided, to enable an assessment of the application to be undertaken. If inadequate or incomplete information is provided, the applicant may risk a delay in the assessment of the application whilst additional details are requested.

All applications must have the following information:

[Development Application Form](#)

[Electricity Declaration Form\\*](#)

\* Building work only.

For further information on electricity setbacks see [Building Safely Near Powerlines](#).

**Certificate of Title** – A Certificate of Title (and related deposited plan) will display any easements or encumbrances that may restrict the development of the site and, can be obtained from the Land Services Group at:

Post: 101 Grenfell Street  
Adelaide SA 5000

Phone: (08) 8226 3983; or

Online: [www.propertyassist.sa.gov.au](http://www.propertyassist.sa.gov.au)

**Fees Payment** – Crown applications can incur fees depending on the nature and value of the proposed development.

If the development cost\* exceeds \$100,000:

- Lodgement Fee
- Development Plan Assessment Fee

\* 'Development cost' does not include fit out costs (such as floor coverings, furniture and computer systems), but does include all structural and mechanical systems integral to the building.

In addition to the Lodgement and Development Plan Assessment Fee, applications comprising the division of land – resulting in the creation of 1 or more additional allotments – require payment of a Land Division Fee.

If the development cost exceeds \$4,000,000:

- Public Advertisement Fee

If the proposal seeks the removal of a regulated or significant tree, a further payment may be required, in lieu any replacement plantings.

**At least three copies of the following:**

- Site plans – to a scale of 1:500 – accurately showing both existing and proposed structures, set-backs from roads and property boundaries and the location and description of any significant vegetation. Site plans should also include contours if building work is to take place on sloping land.
- Detailed elevations – to a scale of no less than 1:100 – including a schedule of materials, finishes and colours to be used.
- Floor plan – to a scale of no less than 1:100 – indicating the areas of use within a building. If applicable, any existing floor plans should also be included as a part of the application.

For visual clarification of all architectural drawings required, please see ATTACHMENTS

**The following information can be provided in text format or as annotations on plans for approval:**

- Identification of the existing use of the land. This is to ensure that any risk of site contamination is identified and minimised early to allow any environmental or human health impacts to be assessed.
- Neighbouring land uses and topographic characteristics.
- Description of the proposed development (land use) and the capability of the site to sustain that use. This should include the disposal of waste, stormwater, sewage, traffic movements, integration with adjacent land uses and any other impacts considered applicable.

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- If development is to be undertaken in an area adjacent to the coast – an indication of the distance between the high water mark and nearest point of the proposed building. Indicative site and finished floor levels should be expressed in Australian Height Datum (AHD).

## Private Certification

All development applications involving building work are subject to assessment against the Building Rules. The Minister – following an assessment against the Development Plan – may grant Development Approval subject to private certification. A private certifier has the qualifications to assess applications and grant Building Rules consent. A list of registered private certifiers is available at the following [link](#). This documentation is then retained by the Crown agency for the life of the development.

## Assessment Time Frame

The time frame required for development approval can vary depending on the nature and complexity of the application. As a general rule, time frames of three months can be expected for the assessment of most Crown applications, as a mandatory 2-month referral period is required to the local Council and referral agencies are provided 6 weeks to comment (and may request additional technical information).

## Pre-lodgement Service

For state significant projects, the assessment team offers a pre-lodgement service (in respect to the planning process) and can convene a state agency working group / advisory group to provide preliminary feedback on proposals. Early engagement is encouraged for those projects – such as renewable energy or public works - which may have a significant social, environmental, economic or community impact. It is also recommended that

independent planning and technical advice be obtained for these applications.

## Public Register

From 2010, the former Development Assessment Commission (ad now) SCAP has maintained an electronic register of land use applications.

This register provides limited information on the lodgement, referral and decision details of applications lodged and determined by the state planning authority.

This register is available at the following [link](#).

## SA Planning Links

[SA Planning Portal](#)

[State Planning Commission](#)

[State Commission Assessment Panel](#)

[Development Applications, Forms and Fees](#)

[Development Plans](#)

[Guides and Templates](#)

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